



Office of the City Manager

CONSENT CALENDAR
January 21, 2020

To: Honorable Mayor and Members of the City Council
 From: Dee Williams-Ridley, City Manager
 Submitted by: Henry Oyekanmi, Director, Finance
 Subject: Contracts: Citywide Printing and Copying Services

RECOMMENDATION

Adopt two Resolutions authorizing the City Manager to approve contracts and any amendments with the following named firms for Citywide Printing and Copying Services for a total amount not to exceed \$675,000 for a 3 year period starting February 1, 2020 through January 31, 2023, subject to the City's annual budget appropriation process:

1. Synthesis Group Inc. dba Minuteman Press Berkeley in an amount not to exceed \$575,000;
2. In and Out Printing Services, Inc. in an amount not to exceed \$100,000.

FINANCIAL IMPLICATIONS

Based on actual historical cost analysis, the City spends approximately \$218,000 annually for printing and copying services. These costs are spread across various funds. It is projected that the City's continuing needs for these services will cost approximately \$675,000 for three years (February 2020 to January 2023). Out of the total of \$675,000, 85% or \$575,000 will be allocated to the Contract with Minuteman Press Berkeley, while the other 15% or \$100,000 will be allocated to a Contract with In and Out Printing Services.

CURRENT SITUATION AND ITS EFFECTS

City-wide, departments use printing and copying services for different purposes: business cards, envelopes, marketing materials, public notices, Council reports, brochures etc. In 2011, following an RFP, the City established a contract for printing and copying services with Minuteman Press Berkeley. The Contract was extended through the end of January 2019. In accordance with City practice, the City issued a new RFP in September 2019. The City's intent is to continue the implementation of a cost effective program that will be easy to use and meet the requirements of City departments for quality printing, short turn-around times, and low costs per copy. Moreover, the City seeks to diversify its supply base by having more than a single vendor that can fulfill the City's diverse needs. Diversifying the City's supply base has become imperative, especially with the recent power outages and the expectation of future similar events. In the specific instance of

printing and copying services, the City would have the ability to have multiple vendors for printing of materials during emergency situations. In light of these circumstances, the City issued a multi-award, indefinite time, indefinite quantity type of RFP and selected the two offers evaluated as best fit and value, namely Minuteman Press Berkeley and In and Out Printing Services.

BACKGROUND

Request for proposal (RFP) #19-11339-C was issued on September 10, 2019, seeking qualified firms or individuals to provide printing and copying services. Six qualifying offers were received and a thorough evaluation was conducted by a panel of City staff. The panel determined that Minuteman Press Berkeley and In and Out Printing Services, Inc. can best meet the City's needs and fulfill the selection criteria as set out in RFP #19-11339-C. Minuteman Press Berkeley has been a City supplier for several years and has a longstanding record of satisfactory performance. Additionally, Minuteman Press submitted a competitive offer by reducing the current pricing approximately 10%. In and Out Printing Services, Inc. is a certified small business enrolled in Alameda County's Small, Local and Emerging Business (SLEB) program and a union shop. In and Out Printing Services provided the City with the lowest prices for certain range of products, and were evaluated as the best option to diversify the City's supply base.

ENVIRONMENTAL SUSTAINABILITY

Minuteman Press Berkeley is a certified Bay Area Green Business since 2014 and has been collaborating for 25 years with the Printing Industries of Northern California (now Visual Media Alliance) in order to foster the use of recycled paper and to reduce the use of dangerous chemicals. Minuteman Press is also certified as a Disability Rights Business and is located in an EMBUD Water Smart Certified Building under The Bay Area Green Business Program guidelines. In and Out Printing Services is a certified Bay Area Green Business, and since 2010 has adopted an environmental strategy that focuses on reducing its carbon footprint. As a result of this strategy, In and Out Printing Services has eliminated harmful chemicals, increased the use of recycled paper and shifted to the exclusive use of soy based ink for its offset printing presses.

RATIONAL FOR RECOMMENDATION

RFP submittals were reviewed and scored in accordance with the selection criteria stated in the solicitation documents. A panel of City staff selected the firms deemed the most responsible and responsive.

ALTERNATIVE ACTIONS CONSIDERED

Having individual departments seek contracts or execute purchase orders on an ad-hoc as needed basis would increase both the cost of services and the transactional / administrative costs for the City. Concretely, the purchase of services would not benefit from the volume discounts incorporated in the RFP #19-11339-C.

CONTACT PERSON

Henry Oyekanmi, Director of Finance 510-981-7324

Attachments:

- 1: Resolution Synthesis Group Inc. dba Minuteman Press Berkeley
- 2: Resolution In and Out Printing Service, Inc.

RESOLUTION NO. ##,###-N.S.

CONTRACT: CITYWIDE PRINTING AND COPYING SERVICES

WHEREAS, on September 10, 2019, the City released a Request of Proposal (Specification No. 19-11339-C) seeking respondents to provide citywide printing and copying services; and

WHEREAS, on October 10, 2019, the City received six submissions that were reviewed and rated; and

WHEREAS, the submission from Synthesis Group Inc. dba Minuteman Press Berkeley was found to be fully responsive to the City's request; and

WHEREAS, funding has been identified and set aside by each City department.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to approve a contract and any amendments with Synthesis Group Inc. dba Minuteman Press Berkeley for citywide printing and copying services for the contract period on or about February 1, 2020 through January 31, 2023 in an amount not to exceed \$575,000.

RESOLUTION NO. ##,###-N.S.

CONTRACT: CITYWIDE PRINTING AND COPYING SERVICES

WHEREAS, on September 10, 2019, the City released a Request of Proposal (Specification No. 19-11339-C) seeking respondents to provide citywide printing and copying services; and

WHEREAS, on October 10, 2019, the City received six submissions that were reviewed and rated; and

WHEREAS, the submission from In and Out Printing Service, Inc. was found to be fully responsive to the City's request; and

WHEREAS, funding has been identified and set aside by each City department.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to approve a contract and any amendments with In and Out Printing Service, Inc. for citywide printing and copying services for the contracting period on or about February 1, 2020 through January 31, 2023 in an amount not to exceed \$100,000.

